

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	ADMINISTRATIVE SECRETARY - SUBSTANCE ABUSE
CLASS CODE:	6359
FLSA STATUS:	NON-EXEMPT
SUPERVISORY STATUS:	NONE
EFFECTIVE DATE:	06/14/2008
DEPARTMENT:	SUBSTANCE ABUSE

JOB SUMMARY

Under general supervision of the Director-Substance Abuse, performs advanced clerical work, financial tracking, and other administrative support duties pertaining to the record keeping and accounting functions of the office.

ESSENTIAL FUNCTIONS

Oversees division personnel files and record keeping responsibilities; monitors retention schedules and ensures timely archiving of appropriate documents; coordinates and monitors various personnel actions including recruitment, selection, performance appraisals, etc.; ensures accuracy of employee records; tracks employees' professional licensing status and sends reminders for license renewal and documentation of required continuing education.

Receives, screens and directs incoming telephone calls; assists visitors and callers by providing information and directing them in correct processes; provides initial response to questions, complaints or problems following established communications and information sharing policies, practices or procedures.

Oversees assigned purchasing functions; tracks purchase orders; makes travel arrangements for the division; initiates authorization of vendor payments; orders and inventories office supplies.

Processes necessary information for department payroll; utilizes the County's time-entry system to ensure proper reporting of work time; generates and signs off on department payroll reports; ensures timely delivery to the Personnel Department; distributes paychecks upon delivery to the department; resolves employee payroll questions and issues in coordination with the Personnel Department.

Types letters, statements, narrative and statistical reports, minutes, agendas, and other documents; creates spreadsheets and other forms; proofreads similar divisional work products prepared by others for accuracy, correctness, clarity, and completeness, including data input records.

Maintains a calendar of meetings and special events for management personnel; schedules and notifies involved parties and ensures necessary agendas, reports, and other information is prepared and available for said meetings and activities; attends meetings and seminars to take notes or to furnish information; prepares minutes of meetings as requested.

Conducts divisional orientation for new employees by providing necessary new-hire paperwork; organizing and facilitating a date and time for new employees to meet with managers and learn about the various programs in the Division including a visit to the off-site programs. Organizes, scores, and tracks employee participation in monthly in-service education program.

Provides secretarial support for other senior division managers; directs the work of time-limited clerical personnel as assigned.

CLASS TITLE: ADMINISTRATIVE SECRETARY - SUBSTANCE ABUSE
CLASS CODE: 6359
PAGE 2

Receives, organizes, and distributes incoming and outgoing mail, correspondence, and files.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Utah County Rules and Regulations and Division of Substance Abuse Policies and Procedures.

Working Knowledge of: Proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic accounting; operating standard office equipment; word processing, data entry, and spreadsheet creation.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; create and maintain record keeping and filing systems.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing up to 30 pounds; and drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.